



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
ACCESSORY STRUCTURE PERMIT

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

This type of application is required for an accessory structure larger than 300 square feet, whether or not it has plumbing fixtures (up to the allowed maximum of 1,000 square feet). This application is also required for garages larger than 1,000 square feet.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for an Accessory Structure Permit application to be accepted for review:

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| 1. Completed application form |
| 2. Three sets of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below) |
| 3. One copy of your grant deed |
| 4. Radius map and mailing labels for properties within a 300-foot radius (see separate handout) |
| 5. Application fee |
| 6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional) |

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following findings must be made:

1. The accessory structure is compatible with the main dwelling structure on the lot and with existing houses in the neighborhood, and is consistent with the prevailing neighborhood character.
2. The accessory structure is consistent in scale and proportion to the main dwelling structure on the lot and to existing houses in the neighborhood.
3. The accessory structure does not unnecessarily or unreasonably encroach upon neighboring properties or structures in a visual or aesthetic manner through its size, location, orientation, setbacks, or height.
4. The accessory structure does not impose unnecessary or unreasonable detrimental impacts on neighboring properties or structures, including but not limited to impacts related to light and glare, sunlight exposure, air circulation, privacy, scenic views, or aesthetics.
5. The proposed use and potential future uses of the accessory structure are compatible with the single family neighborhood atmosphere and would not negatively impact neighboring properties.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

If your application is approved and your accessory structure includes plumbing fixtures, the City Attorney's office prepares a covenant that states that the accessory structure cannot be used for cooking or sleeping purposes and that kitchen facilities cannot be installed in the structure. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. You will be required to pay a small recording fee.